
**STATE COURT ADMINISTRATIVE OFFICE
JUDICIAL INFORMATION SYSTEMS
PROBATE COURT SYSTEM**

The Judicial Information Systems Probate Court System is a powerful tool to aid the Probate and Family Courts of Michigan in record keeping, case flow management, and administrative reporting. The system was designed by judges, court administrators, clerks, and data processing departments of various counties in the state. Users with proper security are allowed to access different parts of the systems, thus allowing them to cross between the Juvenile System, Juvenile Financial System, Adoption System, Probate Financial System or Probate System or any combination.

Interactive System Features

- The system provides through this segment the ability to retrieve information instantaneously from the database by the use of a display terminal. All case data is entered through this segment with the use of updates screens. All of these screens have edit criteria associated with them; this criteria provides data validation, disposition checking and cash distribution verification. To assist in data entry, on-line HELP and PROMPTING are available. Once entered, the information can be obtained through display devices physically located elsewhere in the county, and can be inquired upon in the following various manners.

Name Look-up

- Given a name, the system searches the index for all cases associated with it and displays the referencing case number(s). The search can be found through progressive or sound-alike name look-up. Names are entered in this index through cases, petitions and parties or by a separate name indexing screen for cases not residing on the system.

**Combined Docket &
Courtroom Journal**

- The system provides a summary of the case in chronological sequence, which includes documents filed as well as associated activity from the courtroom with the ability to page forward and backward. The user can obtain the same displayed information in printed form.

Courtroom Calendar

- This feature can be displayed or printed and provides a list of activities scheduled in the courtroom delineated by judge, date, and time.

Attorney Name Look-up

- Given an attorney name, the system will provide the associated P-number, address and telephone number.

Adhoc Reporting

- The user has the ability to create their own reports based on their own selection criteria.

Probate Online Overview

- | | |
|---------------------------|--|
| Mental and Estates | ● The user has the ability to enter information for each case and fiduciary. They can also enter events for the case and schedule future events. |
| Parental Waivers | ● The user can enter Parental Waiver cases under a secure password so all information is confidential. |
| Probate Civil | ● The user has the ability to enter Civil cases associated with Mental and Estate cases. They can enter the parties and mediation information on the case. Events which have occurred or are schedule can also be entered. |

Juvenile Online Overview

- | | |
|------------------------------------|---|
| Delinquent or Neglect/Abuse | ● The user has the ability to enter information for each child, petition and party associated with a case. They can also record each event and schedule future events for the case. |
| Traffic/Ordinance | ● The user has the ability to enter ticket information and associated past and future events. Abstracts can be electronically produced and sent to Secretary of State through the Office of Systems Management. |
| Intake | ● Provides the user with the ability to track children referred to the court in which no filing has occurred. |

Adoption Module

The Adoption Module can be accessed from either the Probate or Juvenile system. It gives the user the ability to keep track of the necessary dates to ensure the adoption proceeds in a timely manner. Two levels of security are available to ensure the privacy required in adoption cases.

Financial Online Overview

The Probate, Probate Civil, Juvenile (Delinquent or Neglect/Abuse) and Traffic/Ordinance Financial system is a full accounting system consisting of accounts receivable, accounts payable, budgeting and a full line of over 30 basic reporting functions. The system is under full security, that allows the user to define what functions are available to each user. At installation time, the entry of budget and accounting information is required otherwise no additional data entry is required except for the collection the money. Restitution tracking is also available, tracking receivable and payables for single or joint and several cases.

Probate Mental & Estate Reports

Case Review List	<ul style="list-style-type: none">● Prints each case which is scheduled to have an inventory, inventory fee calculation, inventory fee payment, account, report, notice of continued administration, administrative closing, DDP 5 year expiration or suspensions filed.
Notice of Duties	<ul style="list-style-type: none">● Prints notice of fiduciary's responsibilities and authorities regarding the estate or ward.
Notice of Deficiency	<ul style="list-style-type: none">● Prints a reminder to the fiduciary who has failed to file an inventory, inventory fee payment, inventory fee calculation, notice of continued administration, account or report within the required time limits.
Notice of Suspension	<ul style="list-style-type: none">● Notice suspending the authority of the fiduciary.
Delinquent Fiduciary List	<ul style="list-style-type: none">● The delinquent list shows all fiduciaries who have failed to file an inventory, inventory fee calculation, inventory fee payment, notice of continued administration, DDP 5 year expiration, account, report or a closing statement as required by Michigan Court Rule.
Caseload Reports	<ul style="list-style-type: none">● Complies with SCAO 2002 caseload specifications, this report prints total number of cases filed, disposed and closed during the report period.
Guardianship Review	<ul style="list-style-type: none">● This report lists guardianships which are to be reviewed for either the one year review or the three year review and guardianships over due for review.
Daily Alphabetic Docket	<ul style="list-style-type: none">● The daily alphabetic docket is prepared for each court and lists all cases scheduled for a hearing for each day for each judge.
Minor Guardianship Review	<ul style="list-style-type: none">● This is a list of Guardianships of children under the age of six that are to be reviewed on the anniversary of the appointment of the Guardian.
Civil Case List	<ul style="list-style-type: none">● Alphabetic list of civil cases.
Will Receipt	<ul style="list-style-type: none">● Print a receipt for a will for safekeeping.
Forms Generations	<ul style="list-style-type: none">● The system will generate the following SCAO approved forms: PC 562 NOTICE OF HEARING PC 564 PROOF OF SERVICE PC 572 LETTERS OF AUTHORITY FOR PERSONAL REPRESENTATIVE PC 589 NOTICE OF INTENT TO CLOSE ESTATE ADM & TERM PR AUT PC 628 ORDER APPOINTING ATTORNEY PC 631 ORDER APPOINTING GUARDIAN OF INCAPACITATED IND. PC 632 ORDER APPOINTING TEMPORARY GDN OF INCAP IND PC 633 LETTERS OF GUARDIANSHIP PC 640 ORDER APPOINTING CONSERVATOR ADULT/MINOR PC 645 LETTERS OF CONSERVATORSHIP PCM 212 NOTICE OF HEARING ON PETITION FOR HOSP OR JUD ADM PCM 214 INITIAL ORDER FOLLOWING HEARING ON PET FOR ADM MC 28 NOTICE TO PRIOR COURT OF PROCEEDINGS AFFECTING MIN MC 230 MOTION AND ORDER TO SHOW CAUSE MC 239 REMOVAL FROM LEIN MC 309 ORDER FOR ADJORNMENT

Juvenile Reports

Master Case List	<ul style="list-style-type: none">● Prints the names of all children in the system in alphabetical sequence separated by open and closed cases. A summary is provided at the end of the report giving the number of cases by gender, race, status, placement and jurisdiction.
Charge List By Petitioner	<ul style="list-style-type: none">● Provides a detailed list of petitions and the current status of charges that are open or were adjudication during the reporting period sorted by petitioner.
Over Age Master Case List	<ul style="list-style-type: none">● Provides an alphabetical list of children in the system who have reached age 17 and the case remains open.
Juvenile Caseload and Activity Report	<ul style="list-style-type: none">● Complies with SCAO 2002 caseload specifications, this report prints total number of cases filed, disposed and closed during the report period.
Courtroom Work sheet	<ul style="list-style-type: none">● The Courtroom work sheet is prepared for each petition on the docket for the dates requested.
Docket Lists	<ul style="list-style-type: none">● Several different docket lists are available providing the user with a variety of formats and information.
Caseflow Management Report	<ul style="list-style-type: none">● List each petition which had been adjudicated during the reporting period sorted by case type for each judge and referee and includes the number of days from filing to adjudication.
Petition Age Report	<ul style="list-style-type: none">● Lists open petitions including the number of days since filing or authorization.
ACT150 Report	<ul style="list-style-type: none">● Lists all open cases in which the respondent will be reaching 19 years of age.
Petition List	<ul style="list-style-type: none">● Lists all petitions filed during the reporting period. This report also provides the following summary information: Number of youth having a petition filed Number of youth having a petition authorized Number of youth adjudicated Number of state ward commitments
Victims List	<ul style="list-style-type: none">● List of victims on petitions filed with the reporting period.
Daily Audit Report	<ul style="list-style-type: none">● List of all entries made into the system by each user for the day.
Case Summary	<ul style="list-style-type: none">● Provides the total number of each case type filed for each month of the prior year or each year for the prior four years.
Offense Summary Report	<ul style="list-style-type: none">● Categorizes the offenses filed within the reporting period and summarizes them by offense location, race and sex.
Crime Victims Assessment Report	<ul style="list-style-type: none">● Produces the Crime Victims Assessment Report form for the Department of Management and Budget.
Drug Audit List	<ul style="list-style-type: none">● Provides the audit list and total drug charges for the Summary of Drunk Driving and Drug Cases.

Count of Petitions

- Summarizes delinquent offenses by race and sex for petition filed during the reporting period. The following totals are also provided:
Total Petitions Opened
Total Cases Opened
Total Cases Closed
Total Charges
Repeat Offender
Recidivism
Probation Violations

Abstractable Petitions

- Lists petitions which were adjudicated within the reporting period which are abstractable.

Traffic Case List

- An open and closed alphabetic list of traffic cases.

Traffic Violations List

- List of all traffic violations filed within the reporting period.

Forms Generation

- The system generates the following State Court Administrator approved forms:
JC03 - Order Appointing Attorney/Guardian Ad Litem
JC05 - Order to Take/Place into Temporary Custody
JC06 - Waiver or Request for Appointment of Attorney
JC09 - Record of Preliminary Hearing
JC10 - Order After Preliminary Hearing/Inquiry (Delinquency Proceedings)
JC11 - Order After Preliminary Hearing/Inquiry (Child Protective Proceedings)
JC11A ORDER AFTER PRELIM HRG, REMOVED FROM HOME (CPP)
JC12B- Proof of Service/Non-Service
JC13 - Record of Trial/Plea
JC14 - Order of Disposition (Delinquency Proceedings)
JC15 - Motion and Authorization/Denial
JC17 - Order of Disposition, Child In Home (Child Protective Proceedings)
JC19 - Supplemental Order of Disposition Following Review Hearing
JC20 - Summons: Order to Appear (Delinquency Proceeding)
JC21 - Summons: Order to Appear (Child Protective Proceeding)
JC22 - Blank form
JC23 - Waiver of Notice of Hearing
JC25 - Order of Disposition Commitment or Referral to DSS
JC26 - Order of Disposition Child Removed from Home
JC36 - Request and Order Terminating Court Jurisdiction
JC38 - Order for Reimbursement
JC39 - Order for Assignment of Wages
JC45 - Notice of Hearing
JC57 - Supplemental Order of Disposition Following Review Hearing
JC58 - Order Canceling Wage Assignment
JC59 - Order of Adjudication
JC60 - Notice of Intent to Intercept State Income Tax
JC61 - Notice to Intercept State Income Tax
JC62 - Order to Cancel State Income Tax Intercept
JC63 - Order Terminating Parental Rights
JC64 - Order Following Permanency Planning Hearing
JC65 - Order Removing Alleged Abuser From Child's Home
MC28 - Notice to Prior Court of Proceedings Affecting Minor(s)
MC230 - Motion and Order to Show Cause
MC239 - Removal of Entry from Lein
MC309- Order for Adjournment

Adoption Reports

Notice to Prosecutor	<ul style="list-style-type: none">● List of cases in which 45 days have elapsed since the filing of a temporary adoption and no petition to adopt has been filed.
Investigations Due	<ul style="list-style-type: none">● List of cases in which an investigation was ordered but not completed within 90 days.
Formal Placements not Confirmed	<ul style="list-style-type: none">● Cases in which children have been formally placed and more than 6 months have elapsed and the Adoption has not been confirmed.
Public Information Form Due	<ul style="list-style-type: none">● Cases where an adoption has been confirmed for more than 15 days and the Public Information Form has not been filed
Statistical Report	<ul style="list-style-type: none">● Report by case worker and court.
Case List	<ul style="list-style-type: none">● Alphabetic List of Adoption Cases
Forms Generation	<ul style="list-style-type: none">● The system generates the following State Court Administrator approved forms:<ul style="list-style-type: none">MC 28 - Notice to Prior Court of Proceedings Affecting Minor(s)PCA 303 - Notice of Hearing Termination of Parental RightsPCA 304 - Order Terminating Rights of Non-Custodial ParentPCA 311 - Notice of Hearing to Identify Father and Determine or Terminate His RightsPCA 312 - Order Terminating Rights of Father without release/consentPCA 314 - Notice of Intent to Release or ConsentPCA 318 - Order Terminating Parental Rights After Release or ConsentPCA 319 - Order Placing Child (Step Parent Adoption)PCA 320 - Order Placing Child after ConsentPCA 321 - Order of AdoptionPCA 322 - Order Committing to Agency or DepartmentPCA 323 - Advice of Rights After Order Terminating Parental Rights (Adoption Code)PCA 325 - Notice to adoptive parents on pending appeal/rehearingPCA 326 - Order allowing foster care funding after releasePCA 328 - Certificate of Adoptive InformationPCA 334 - Register's Report to Prosecuting AttorneyPCA 336 - Order to Determine Custody of Child Temporarily Placed for AdoptionPCA 341 - Final Order allowing fees and costs

Financial Reporting

Reports available for Probate, Probate Civil, Juvenile (Delinquent or Neglect/Abuse) and Traffic/Ordinance

Cash Audit	<ul style="list-style-type: none">● Full audit report of all transactions processed for a selected time period. Selection by cashier or all cashiers printed in summary or detail format. This report prints the receipt information detail or summary. This report is used to show the auditors your transaction history, and to balance the Transmittal Advice report. The report documents and supports your transmittal.
Transmittal Advice	<ul style="list-style-type: none">● Detail reports showing the cash disbursements for either the Juvenile/Traffic court, Probate court or Probate Civil court or all three courts combined for any selected time period. Providing totals at user defined levels, account, fund or activity. Also a Cash Journal of checks, cash, money orders and credit cards monies received, case number, receipt number, check number, paid by and notes. Also provided are all the offsetting journal entries for Voids, Credit memo and Adjustments.
List of Accounting Codes	<ul style="list-style-type: none">● Listing of the courts 1 to 4 character accounting codes used by the Financial system to representing the courts accounting number and descriptions. Also printed is the date and time the account was last maintained along with who did the maintenance.
Vendor Cross Reference List	<ul style="list-style-type: none">● Cross reference list of the systems vendor numbers with the county vendors numbers, used in the financial account payable portion of the system to assist the County in applying the courts vouchers to the county system.
Facility List	<ul style="list-style-type: none">● Listing of all the courts facilities foster Homes, State and County Homes available to the court, along with the Facility rate history.
Vendor List	<ul style="list-style-type: none">● Listing of other vendors (non Facility or Attorney vendors) available to the Court.
Budget List	<ul style="list-style-type: none">● Listing of the courts budgeted records.
Budget List Detail	<ul style="list-style-type: none">● Listing of Detail Budget information. Amounts received and amounts paid out by account and month.
Price Listing	<ul style="list-style-type: none">● Detail list of the price file used in the collection of receivables when taken in CASH. The list details the accounting codes, the splits and who get the splits (County or State) and the amount of the charges in dollars or percentages. Also printed is the date and time and person you last maintain the price record.
Account Ledger	<ul style="list-style-type: none">● Report by case of all charges, payments made or received for a selected time period. Also can be run by account.
Balance by Vendor	<ul style="list-style-type: none">● List of all or selected vendors, their Invoices and their detail, for a selected reporting period.
Balance by Account	<ul style="list-style-type: none">● List of all accounts or selected accounts by vendor, of all the invoiced information for a selected reporting period.
Balance by Case	<ul style="list-style-type: none">● List of all cases or selected cases by vendor and accounts of all invoiced data for a selected reporting period.

A/R & A/P by Case	<ul style="list-style-type: none"> ● Summary list of Expenditures and Receivables by case for a selected reporting period.
Account Payable Audit	<ul style="list-style-type: none"> ● Audit report by account, of what vendors were paid and what dollar amounts were paid out of the account for a selected reporting period. Also printed are the adjustments taken place during the reporting period.
List of Voucher Numbers	<ul style="list-style-type: none"> ● Listing of the voucher numbers used, to whom they were written to, the voucher date and amount. Also printed is a grand total for the selected reporting period.
Transactions by Account	<ul style="list-style-type: none"> ● Detail information by account or accounts, of the receipt(s) and what case or cases were applied to the account for a selected reporting period.
Transactions by Case	<ul style="list-style-type: none"> ● Detail information by case or all cases, of the receipts received and what accounts they were placed in by account for a selected reporting period.
Cost of Care by Vendor	<ul style="list-style-type: none"> ● List of vendors (Facilities,) showing billing and payments history of all cases processed during the report time period. Report shows the Placement Change Notices (PCN) to this facility as entered through the Juvenile system, the In and Out dates, the rates being charged with the rate changes, Along with the amount calculated to be paid, the amount paid and the balance.
Cost of Care by Case	<ul style="list-style-type: none"> ● List of placements history by case showing the In and Out dates, number of days and the calculated charges.
Billing	<ul style="list-style-type: none"> ● Creation of Bills for the responsible parties in Juvenile, Traffic, Probate and Probate Civil systems. Also created are detail audits for the billing. At the end of each billing cycle, detail totals of total dollars outstanding, current charges during the billing period, total dollars received, over 30 day pass due and over 60 days past due. Bills are printed with mailing address located on the bill for a number 10 envelope.
Show Cause Reporting	<ul style="list-style-type: none"> ● Generation of a list by user defined number of days not paid, of all responsible parties that may need to be Show caused using the Juvenile system 'Order to Show Case form. On the report is printed the last payment date and amount. Case status and amount in arrears.
Delinquent Letter Printing	<ul style="list-style-type: none"> ● Generation of form letters to responsible parties that the user has defined as number of days not paid. The Letter is a predefined system letter or a user defined letter. Two letters are composed, one for the Parents and one for the Juvenile. Mailing address printed on letter for using a number 10 envelope.
Statements of ADCF Ward Collections received and total due the State.	<ul style="list-style-type: none"> ● System generated, State required form, showing monies received for ADCF Wards and the proper splits of monies
Statements of State Ward Collections	<ul style="list-style-type: none"> ● System generated, State required form, showing monies received for State Wards and the proper splits of monies received and total due the state.

Accounts Paid Report	<ul style="list-style-type: none"> ● Report all the account paid in full, and the amount paid in the selected reporting period. Also generated a report of all open orders and the amount paid in the reporting period. Report can be run by account code or by worker. The worker report prints the same information but by case worker.
Cost of Care Inquiry Print	<ul style="list-style-type: none"> ● This report can be selected from the Cost of Care Inquiry program in the Juvenile system for a selected case or selected from the report menu for one or more cases. The report contains the chronological record of payments received, vouchers paid, placements history including cost and number of days in placement, all the Financial orders and payment history for the selected case. The projected cost of care is also calculated.
List of Financial Orders	<ul style="list-style-type: none"> ● The list of all the financial orders and the responsible parties for the selected case or cases. Report can be selected for either open, closed or both open & closed cases. The report also shows the payment history with the date, receipt number, amount of payment and party who paid.
Monthly Foster Care (FIA207 Report)	<ul style="list-style-type: none"> ● System generated required report for the Family Independence Agency showing; Children provided care, total days care provided under the jurisdiction of the Juvenile division of the Probate Court, and expenditures by order of the judge of probate from the Child Care Fund. Receipts applicable to the Child Care Fund reimbursable expenditures.
In-Home Care Addendum (FIA2396 report)	<ul style="list-style-type: none"> ● System generated required report for the Family Independence Agency showing; Expenditures made under the In-Home Care Program as authorized by section 117e of act 87, P.A. 1978.
Private Institutions (Addendum to FIA207 Report)	<ul style="list-style-type: none"> ● System generated required report for the Family Independence Agency showing; All private institutions used, number of kids, days of care, rate paid.
Income Status Report	<ul style="list-style-type: none"> ● Listing of all or selected price codes for a selected reporting period, giving the detail break down of the account totals, adjustments and credit memo as they were applied.
Price Group Report	<ul style="list-style-type: none"> ● Listing of one or more like price groups that make up a budget account. The report gives total by account, adjustments and credit memos for the selected reporting period.
Account Group Report	<ul style="list-style-type: none"> ● Same as Price Group report but by account.
A/R Aging Report	<ul style="list-style-type: none"> ● Detail Reporting of aged receivables under 2 years, 2-7 years and over 7 years.
Summary Report by Responsible Party	<ul style="list-style-type: none"> ● List all orders and payments in a recap report.